



Recommendations for a Mammography Quality Assurance Procedures Manual

Rule 618(b) of the *Ionizing Radiation Rules* requires that the mammography supervisor annually review and update the mammography quality assurance procedures manual. Many mammography facilities have requested advice concerning items to include in such a manual. These recommendations are provided in response to those requests. The items outlined below should be included in the mammography quality assurance procedures manual.

- Clearly assigned responsibilities and clearly developed procedures for QA/QC testing. The procedure for each quality control test must include the frequency of the test, the forms to be used to record the results, limits of acceptability, and a protocol for making corrections when the test result falls outside of the limits of acceptability.
- Records from the last 12 months of the QC tests performed by the QC technologist and medical physicist.
- Documentation of the monthly review of QC records by the medical director for the delivery of mammography services.
- Documentation of the semiannual evaluations of the mammography technologist's performance by the mammography supervisor.
- Documentation of the annual review of the quality assurance procedures manual by the mammography supervisor.
- Credentials for the interpreting physicians, the mammography technologists, and the medical physicist.
- The written agreement between the mammography supervisor and the facility.
- A description of the orientation program for operators of mammography equipment, including its duration and content.
- Procedures for proper use and maintenance of equipment.
- Mammographic techniques to be used, including pertinent information on positioning, compression, appropriate image receptors, kVp-target-filter combinations, image quality, and average glandular doses with those techniques.
- Precautions to protect the operator of the equipment, the patient, and individuals in surrounding areas from unnecessary radiation exposure.
- Policies and employee responsibilities concerning personnel radiation monitoring.
- Proper maintenance of records, including records of QC and QA testing, equipment service and maintenance, and QA meetings.
- Procedures for assuring that all self-referred patients who undergo mammography screening procedures designate a physician or other licensed health care provider responsible for primary care, to whom the written results of the mammography examination will be reported.